

RECORDS REPORT SYSTEM

**Report of statistical information required
by the UIPA, section 92F-18(b)(12):**

**Guidelines for reporting number of written requests
for agency records**

The Law:

(12) The **number of written requests for access within the preceding year, the number denied**, the number of lawsuits initiated against the agency under this part, and the number of suits in which access was granted.

Which requests to report:

- Request must be a **WRITTEN** request (including e-mail requests).
- Request must be for an agency **RECORD** (in paper, electronic, or other physical form), not just agency information. If the agency responds to a request for information by disclosing an agency record, that also makes it a record request.
- Do **NOT** include in these statistics record requests that are **routinely filled** as a clerical function. Some examples of these routine record requests:
 1. University of Hawaii: requests for transcripts
 2. Department of Health: requests for vital records
 3. Department of Public Safety: requests from HPD for inmate records
 4. All agencies: requests for agency forms
 5. All agencies: requests for publications created for public dissemination